



## A DETAILED GUIDE TO HOSTING A SNEAPPA BUSINESS MEETING

Membership in SNEAPPA (*Southern New England Chapter of APPA*) provides a forum to exchange ideas, experiences and information while expanding your network with Facilities' colleagues and associated Business Partners across the region throughout the year. In addition, by hosting a SNEAPPA Business Meeting at your institution, you'll have the ability to share and showcase the innovations, technologies, and expansions taking shape or recently completed on your campus. **Interested?** The following provides the step-by-step details to hosting:

### **General Information:**

- **Event Date(s)** (proposed): 3<sup>rd</sup> Tuesday, Wednesday or Thursday of March, June, and November (annually) (*This is a guideline/suggestion. We are generally flexible though prefer to avoid Mondays and Fridays for hosting a meeting. Propose date(s) that work well for your campus calendar for cross-check against significant conflicts for key SNEAPPA team members.*)
- **Event Time:** Registration: 8a; Meeting: 8:45a to 2:30p (*includes tour(s)*) (*Adjusted as needed to account for travel time.*)
- **Meeting Format**
  - o Registration
  - o Business Meeting (15-30 min)
  - o Presentation(s) (1 hr)
  - o Break
  - o Presentation(s) (1 hr)
  - o Lunch
  - o Facility Tour(s)
- **Attendance:** 80 to 120
- **Invitation/Registration Process:** Once date/location is confirmed, SNEAPPA's Meeting/Registration Manager eMails *Save-The-Date* notice to membership followed by a subsequent eMail containing agenda and registration details. Online registration opens approximately one (1) month prior to meeting at [www.sneappa.org](http://www.sneappa.org) and provides attendees a prepayment option via PayPal or major credit card or offline payment. Registration is monitored by the SNEAPPA Meeting / Registration Manager (eMail: [admin@sneappa.org](mailto:admin@sneappa.org)). One week prior to the meeting, headcount is provided to the designated contact at the hosting institution finalizing logistics and food/beverage quantities.
- **Registration Fees:** Prior to each meeting, the SNEAPPA President will determine the base registration fee required to cover the per person meeting expense (*including food/beverage, meeting costs*), as follows:

**Registration Fee** (*current*): \$90\* – collected for all registration forms received by posted date and on-site (*walk-ins*)

#### **\*Registration Fees for attendees from Hosting Institution:**

- First six (6) Registrations are *Complimentary* (*Discount code will be provided by SNEAPPA Meeting/Registration Manager*)
- Additional Host Institution attendees may register at discounted rate: 50% of posted registration fee (per person). (*Discount code will be provided by SNEAPPA Meeting/Registration Manager.*)
- Speakers / presenters / panelists (non-faculty) invited to participate in educational session(s) by hosting institution or SNEAPPA Board will be *Complimentary* (*maximum of four per educational session*)

### **Role of Hosting Facilities Officer(s)**

- **CAMPUS MEETING LOCATION** – reserve / set / manage on-campus meeting location(s) on meeting day to accommodate up to 120 attendees. To include:
  1. **Registration Area** (*at entrance*) to include:
    - (2) 6' or 8' draped/skirted tables w/ (2) chairs
    - (2) 6' tables for separate placement in registration area (TBD) for Program Sponsor + shared sponsor collateral
  2. **Breakfast/Break Area** for pre-meeting refreshments (7:45a to 8:45a) and a scheduled 30-minute morning networking break
  3. **General Session** (*ex., lecture hall, theatre, room set w/ crescent rounds, etc.*)
    - *Audio Visual* requirements will be determined based on final program format (*LCD projector, screen, lectern w/ mic, laptop, panel table, sound system, etc.*)

Role of Hosting Facilities Officer(s) (cont'd)

4. **Lunch Area** -- General Session room (w/ lunch buffet set) or other area to accommodate.
5. **Parking** – designate specific on-campus parking instructions for posting
  - **SNEAPPA Signage** – An ample supply of *reusable SNEAPPA-branded stake signs w/ arrows* (left, right, up) are available to be delivered or advance shipped for directional placement on campus by 7a the morning of the meeting (to parking area(s), meeting location, etc.). Meeting/Registration Manager will gather on way out.
6. **Campus Tours** – determine up to three (3) one-hour (*max*) tour options for attendees to choose from following lunch. Tours run simultaneously and not all attendees will opt to participate. Meeting/Registration Manager can provide rough numbers by tour prior to meeting.



*(OPTIONAL: Host institutions are welcome to assist members of the SNEAPPA Board (under the direction of the President and Vice President) to design the content/agenda especially as it relates to specific campus policies, projects, discussions, lessons learned, etc. to showcase to our Facilities audience)*

- **Agenda Development** – create and coordinate one or two compelling presentations and interactive sessions in one-hour increments for attending regional facilities colleagues. Highlight projects or partnerships relating to campus improvements and advancements, offer advanced learning techniques for facilities officers, inspire through motivational/keynote speakers, etc.
  - o **Action Steps:**
    1. The SNEAPPA President /Vice President will call the designated contact of the hosting institution at least sixty (60) days prior to the meeting date to discuss precedents of meeting (*agenda, flow, logistics, etc.*);
      - a. The SNEAPPA Board of Directors maintains the position whereby the SNEAPPA meeting format should be designed to encourage educational exchange and networking exposure to its membership. Therefore, the placement of vendor booths from the organization's valued business partner community are not currently allowed at SNEAPPA business meetings.
    2. Forty-five (45) days prior to the meeting, the designated contact of the hosting institution will distribute the draft agenda to SNEAPPA President or Vice President for final review/approval.
    3. Thirty-five (35) days prior to the meeting, the designated contact of the hosting institution will submit final agenda including directions from New England area and on-campus parking instructions to SNEAPPA President or Vice President to meet minimum 30-day advance distribution to membership.
- **Speaker(s)/Panelists**
  - o Invite / confirm participation of all speakers or panelists as outlined in final agenda.
  - o Determine room set-up (theatre, classroom, etc.) to comfortably seat all attendees in addition to complementing speaker/panelist's optimum delivery format.
  - o Obtain / provide speaker or panelist AV requirements for presentation (LCD projector, screen, mics, flip charts, etc.).
  - o Prepare speaker handouts for distribution and/or PDF upload to SNEAPPA website post-meeting, if applicable.
- **F&B/Catering** – Full, per person reimbursement of food/beverage costs, based on final headcount, will made to the hosting institution by the SNEAPPA Treasurer upon presentation of a detailed invoice. Typical refreshment offerings include Continental-style breakfast, a mid-morning refresh (*beverages only*), and buffet luncheon consisting of a vegetarian option. A proposed menu with associated per person costs (*including any applicable tax/service charges*) should be included with the draft agenda document submitted.

NOTE: SNEAPPA is a 501c3 organization and if applicable, can provide a W-9 for tax-exempt status.



**QUESTIONS?** Contact SNEAPPA President, [Melissa Bergeron at mbergeron@facil.umass.edu](mailto:mbergeron@facil.umass.edu); Jean Robinson, SNEAPPA Vice President, at [jean\\_robinson@uml.edu](mailto:jean_robinson@uml.edu); or Sue Mulcahey, SNEAPPA Meeting/Registration Manager at [susan@impressivegatherings.com](mailto:susan@impressivegatherings.com) for more information. We appreciate your consideration to host an upcoming SNEAPPA Business Meeting!